

PBN USER GUIDE

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Introduction

From 01 January 2021, all goods arriving in Ireland by RoRo ferry from a place outside the customs territory of the EU, must be imported in accordance with Section 12B of the Customs Act 2015, as inserted by Section 88 Withdrawal of the United Kingdom from the European Union (Consequential Provisions) Bill 2020.

This means that for inbound movement, all safety and security, customs declarations and transit declarations must be lodged prior to arrival at the ferry port of departure in the third country. Additionally, the Movement Reference Number (MRN) of the aforementioned declarations for all goods carried on a vehicle or trailer, must be included in a Pre-Boarding Notification to be submitted to Revenue prior to the arrival of the goods at the ferry port of departure in the third country. For outbound movements the MRN(s) for all of the goods carried on a vehicle must be included in the PBN submitted and cleared by Revenue prior to the departure of the goods from the ferry port in Ireland.

Failure to comply with this requirement is an offence, punishable on summary conviction of a fine of €5000 or imprisonment for a term not exceeding 12 months or both.

A PBN will be required even for all commercial vehicles or trailers even where they are empty.

What is a Pre-Boarding Notification (PBN)?

A PBN is an electronic envelope into which details of all the declarations or movement types for all the goods on the vehicle are input to ensure:

- that no goods are landed in Ireland from a third country without being in a customs procedure.
- to enable allocation of a channel to this vehicle on disembarkation from the ferry in Ireland:
or
- to verify the exit of goods from Ireland.

Who must complete a PBN?

A PBN must be created and completed by the carrier in respect of each commercial vehicle or trailer. For the purposes of completing the PBN 'carrier' means a person who has assumed responsibility for carriage of a relevant shipment or an empty vehicle, or the effecting of a relevant movement in relation to goods, into or out of the State by ferry and includes a person who provides haulage services or logistical services in relation to any of the foregoing matters.

What must be included in the PBN?

The PBN must contain the MRN(s) for the declarations related to the goods being carried on that vehicle or the details of the relevant movement types where an MRN is not relevant. To note, there is only one PBN per vehicle or trailer is permitted even where multiple consignments are carried in the vehicle or trailer. It is possible to include multiple MRNs in the PBN.

When must the PBN be completed?

The completion of the PBN must be completed in advance of the vehicle/trailer being checked in at the ferry port of departure in the third country (GB) for inbound movements into Ireland or the ferry port of departure in Ireland in the case of outbound movements from Ireland.

For ease of reference this guide has been split into three sections:

- Section 1 outlines the scenarios for Inbound PBNs/RoRo movements?
- Section 2 outlines the scenarios for Outbound PBNs/RoRo movements
- Section 3 outlines the scenarios that are common to both inbound and outbound RoRo movements.

Section 1

Creating a PBN for goods coming into or going through Ireland from GB (Inbound PBN)

What type of MRNs are accepted in an inbound PBN?

The following MRNs may be included in an inbound PBN:

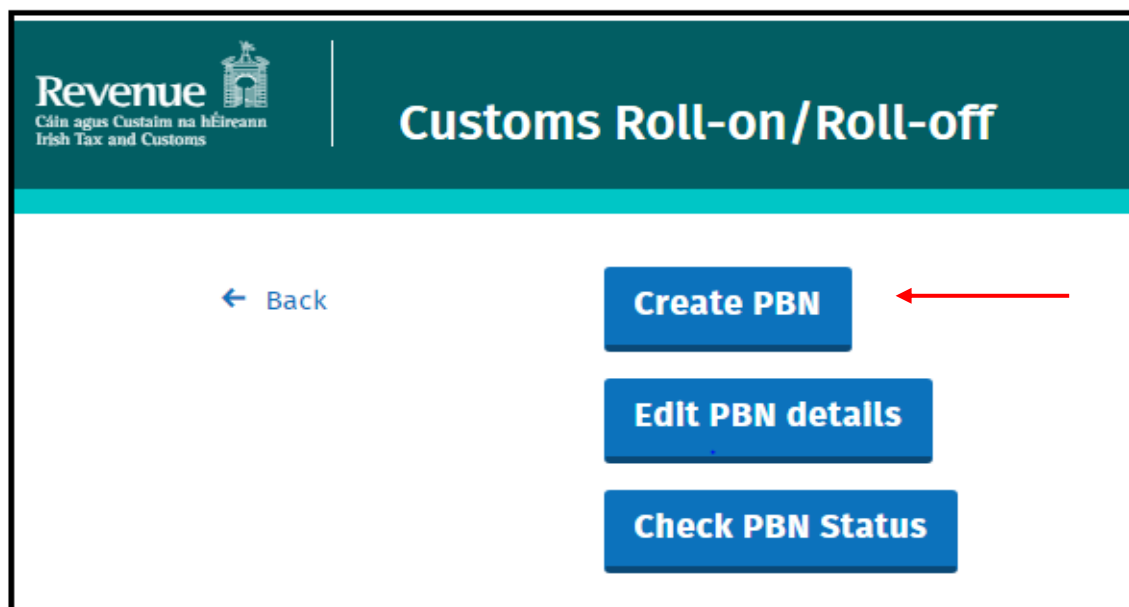
- AIS Import Declaration for goods being cleared at the port
- ENS Declaration
- Transit Declaration

The following MRN formats may be included in a PBN:

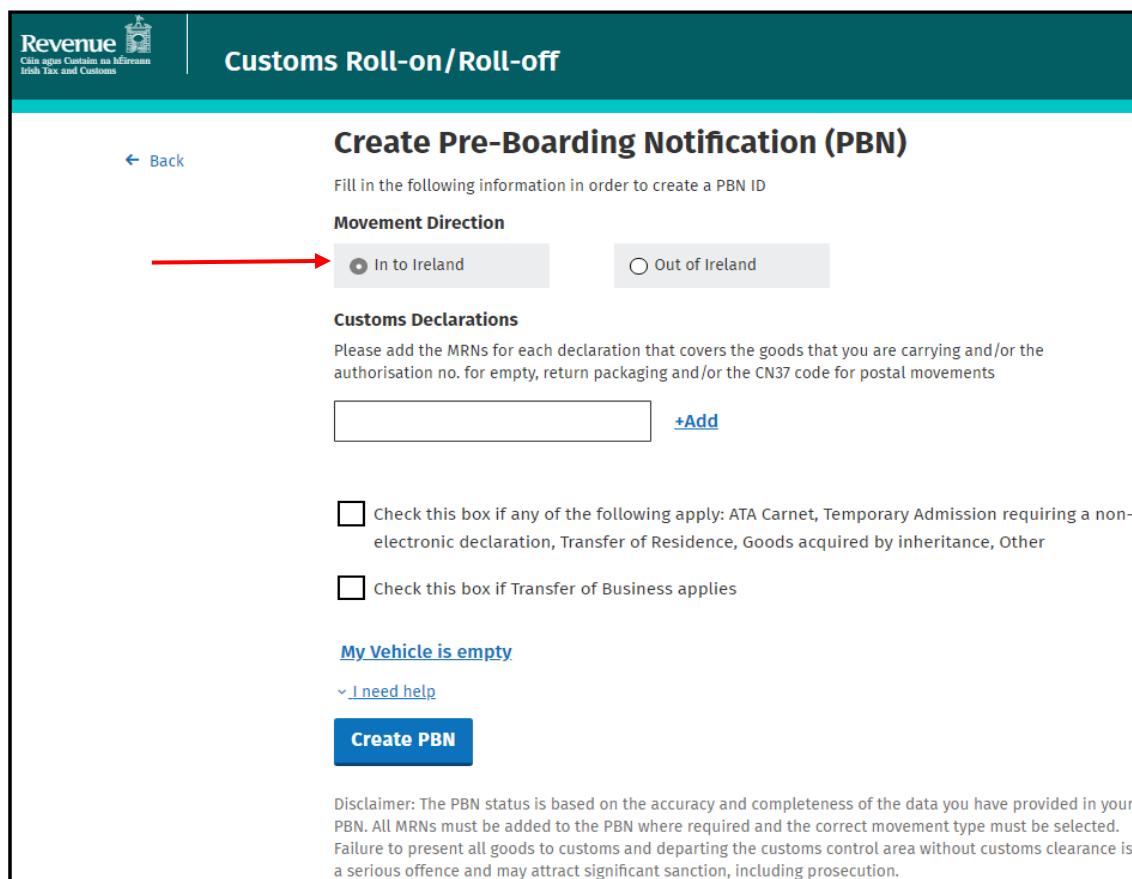
- ***AIS Import Declaration format is as follows;***
18 Characters starting with starting with the year country code and office of entry for example 20IEDUB100 followed by 1 alpha character, 3 numeric characters, 1 alpha character, 1 numeric character, alpha character "R" and 1 numeric character
- ***ENS Declaration format is as follows;***
18 Characters starting with 20IE followed by 14 numeric characters
- ***Transit MRN***
18 Characters starting with Two-digit year code, two character country code 20GB followed by 14 alpha numeric characters

How to create a PBN for an import declared on an electronic import declaration

1. On the RoRo (www.revenue.ie/roro) page click on **“Create PBN”**



1. Select required **“Movement Direction” - “In to Ireland”** for inbound movements



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. At the top left is the Revenue logo. The main heading is 'Customs Roll-on/Roll-off'. Below this is a 'Back' link. The form title is 'Create Pre-Boarding Notification (PBN)'. Below the title is the instruction: 'Fill in the following information in order to create a PBN ID'. The 'Movement Direction' section has two radio buttons: 'In to Ireland' (selected) and 'Out of Ireland'. A red arrow points to the 'In to Ireland' radio button. Below this is the 'Customs Declarations' section with the instruction: 'Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements'. There is an input field and a '+Add' link. Below this are two checkboxes: 'Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other' and 'Check this box if Transfer of Business applies'. Below these is a link 'My Vehicle is empty' and a link 'I need help'. At the bottom is a 'Create PBN' button. A disclaimer at the bottom states: 'Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.'

2. Enter MRN(s) and click **+Add**

Add the MRN(s) for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added. A Vehicle carrying goods for direct import/clearance at the port will require a minimum of:

- MRN(s) of all the ENS declaration(s)
- MRN(s) of all the Import declaration(s)

Revenue
Cúis agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN(s) has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Revenue
Clear your Customs as if you were Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|--------|------------------------|
| 20IEDUB100B123A1R2 | Import | Remove |
| 20IEDU11M123456789 | Import | Remove |
| 20IE12345678912345 | ENS | Remove |
| | | |
| | | |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

The option to “Remove” an MRN will also be available where it has been included in error.

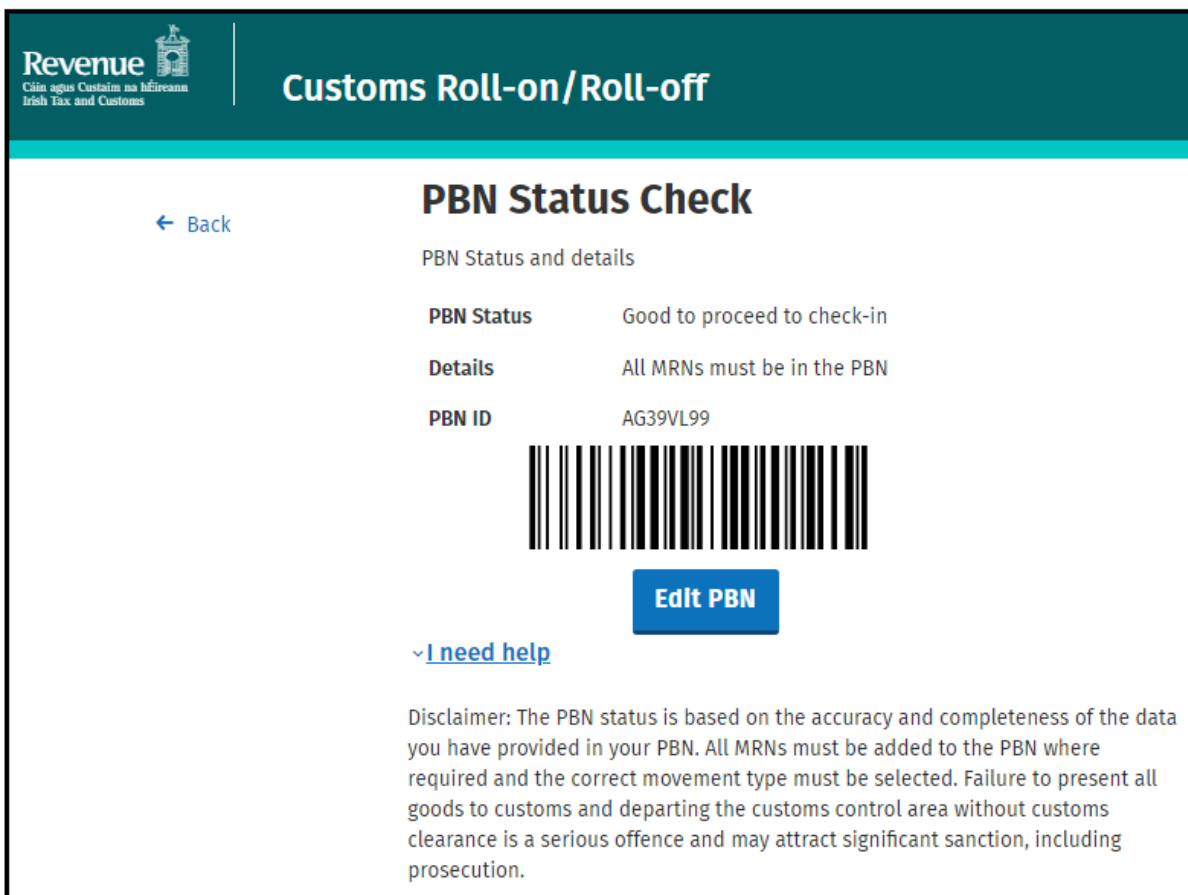
Once remove is selected the details will immediately be removed from the PBN.

3. Click “Create PBN”

When you have added all of the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.



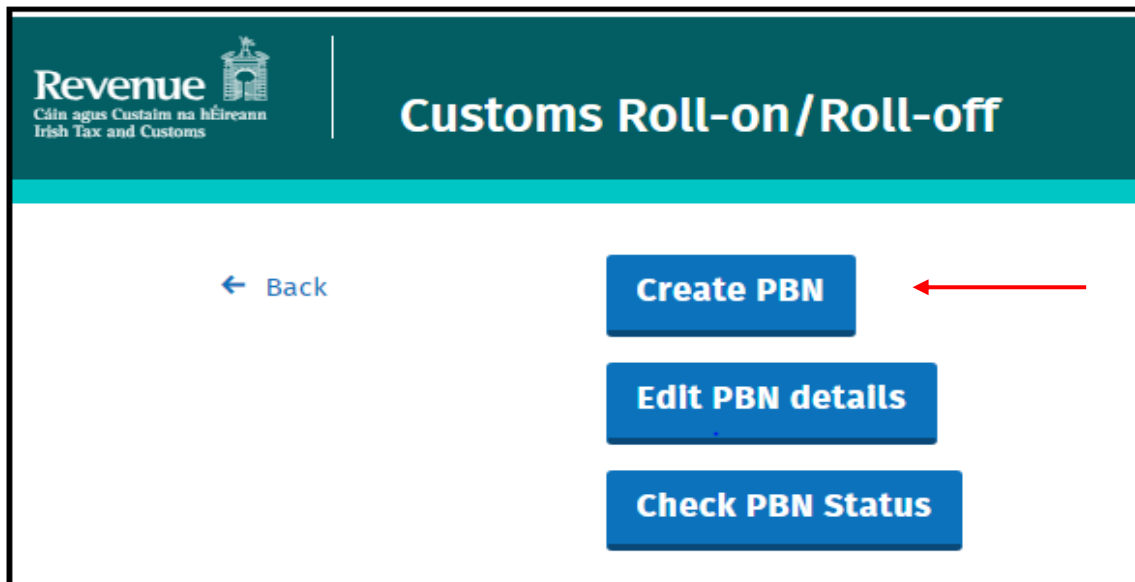
The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.



How to complete a PBN for Inbound transit declarations

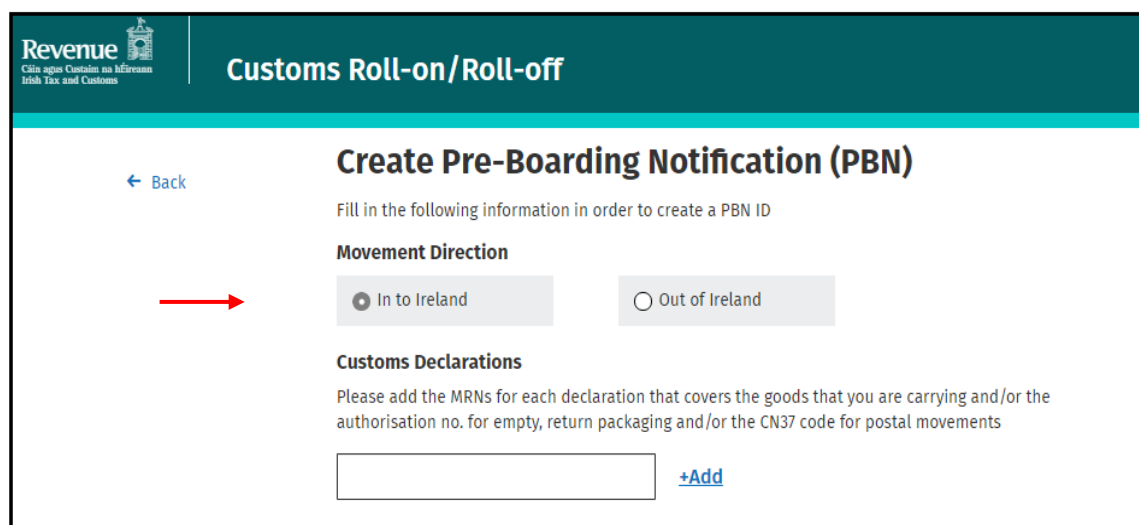
Inbound transit T2 (Union goods)

1. On the RoRo page click on **“Create PBN”**



The screenshot shows the Revenue website interface for 'Customs Roll-on/Roll-off'. The header includes the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Customs Roll-on/Roll-off'. Below the heading, there is a 'Back' link with a left-pointing arrow. To the right, there are three blue buttons: 'Create PBN', 'Edit PBN details', and 'Check PBN Status'. A red arrow points to the 'Create PBN' button.

2. Select required **“Movement Direction”** - **“In to Ireland”** for inbound movements



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. The header includes the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Customs Roll-on/Roll-off'. Below the heading, there is a 'Back' link with a left-pointing arrow. The form title is 'Create Pre-Boarding Notification (PBN)'. Below the title, there is a instruction: 'Fill in the following information in order to create a PBN ID'. The 'Movement Direction' section has two radio buttons: 'In to Ireland' (selected) and 'Out of Ireland'. The 'Customs Declarations' section has a text box and a '+Add' link. A red arrow points to the 'In to Ireland' radio button.

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle with a T2 Transit ending in the Port or ending at an Inland TSF must contain the following:

- MRN of all the ENS declaration(s)
- MRN of all the transit declaration(s)

3. Enter MRN and click **+Add**

Revenue
Cúla agus Cúistóirín na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Revenue
Cúla agus Cúistóirín na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|---------|------------------------|
| 20IEDUB100B123A1R2 | Import | Remove |
| 20IEDU11M123456789 | Import | Remove |
| 20IE12345678912345 | ENS | Remove |
| 20GB12345678912345 | Transit | Remove |

The option to “Remove” an MRN/Authorisation number will also be available as displayed above.

Once remove is selected the details will immediately be removed from the PBN.

4. Click "Create PBN"

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

PBN Created

[← Back](#)

PBN Status and details

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | AG39VL99 |

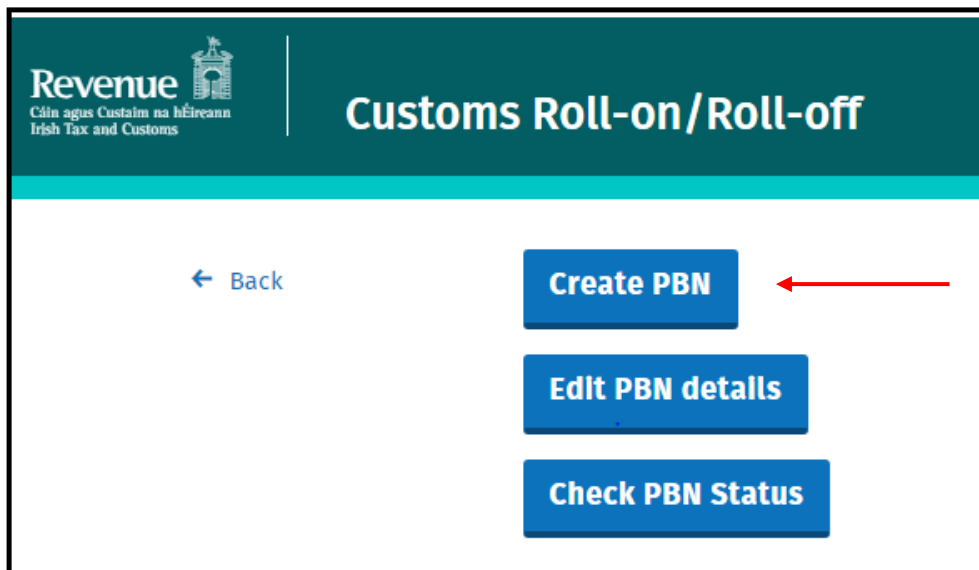
[Edit PBN](#)

[~ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Inbound transit T1 (non-Union goods)

1. On the RoRo page click on **“Create PBN”**



2. Select required **“Movement Direction”** - **“In to Ireland”** for inbound movements

The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form on the Revenue website. The heading is 'Create Pre-Boarding Notification (PBN)'. Below the heading, it says 'Fill in the following information in order to create a PBN ID'. The 'Movement Direction' section has two radio buttons: 'In to Ireland' (selected, highlighted with a red arrow) and 'Out of Ireland'. The 'Customs Declarations' section has a text input field and a '+Add' link. Below that, there are two checkboxes: 'Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other' and 'Check this box if Transfer of Business applies'. At the bottom, there is a 'My Vehicle is empty' link, a 'I need help' link, and a 'Create PBN' button. A disclaimer at the bottom states: 'Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.'

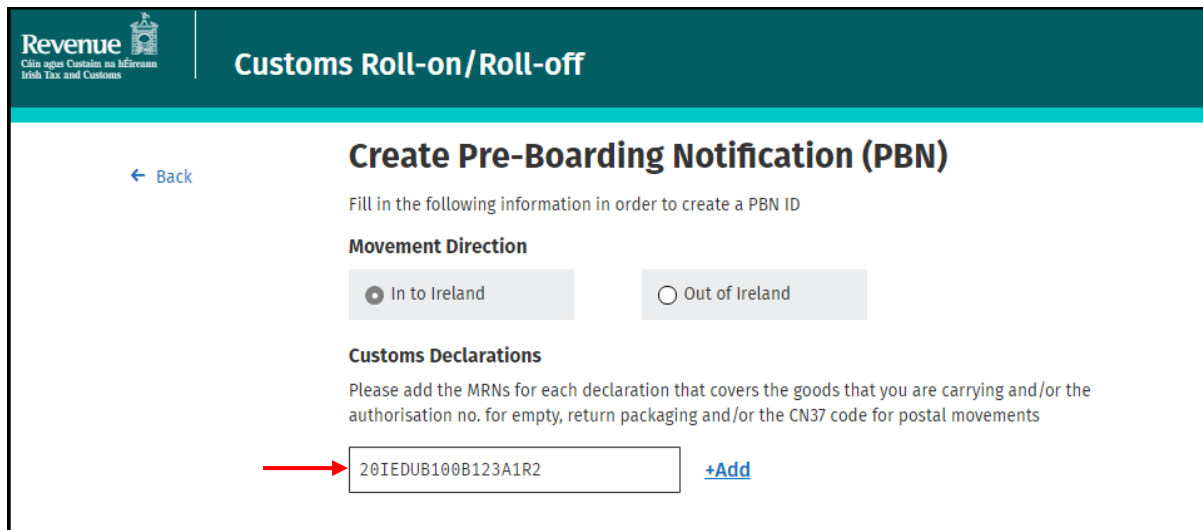
Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

For T1 Transit there may be either of the following situations.

1. A Vehicle with T1 Transit (Non-Union goods only) where the transit is **ending in the Port** and customs clearance is conducted at the port. In this scenario the PBN should contain the following information:
 - MRN of all the ENS declaration(s)
 - MRN of all the transit declaration(s)
 - MRN of all the Import declarations
2. A Vehicle with a T1 Transit (Non-Union goods only) where the transit is **ending at an authorised Temporary Storage Facility (TSF)** and the goods are moving into another customs procedure should have at least the following information in the PBN.
 - MRN of all the ENS declaration(s)
 - MRN of all the transit declaration (s)

Note: The MRNs of import declarations are not to be included in the PBN in this scenario.

3. Enter MRN and click **+Add**



The screenshot shows the Revenue website interface for creating a Pre-Boarding Notification (PBN). The header includes the Revenue logo and the text 'Customs Roll-on/Roll-off'. The main heading is 'Create Pre-Boarding Notification (PBN)'. Below this, there is a 'Movement Direction' section with two radio buttons: 'In to Ireland' (which is selected) and 'Out of Ireland'. Underneath is the 'Customs Declarations' section, which contains a text input field with the value '20IEDUB100B123A1R2' and a '+Add' button. A red arrow points to the input field.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Revenue
Cine agus Cuntas na Míneolaí
1918 Teor agus Cuntas

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|---------|------------------------|
| 20IEDUB100B123A1R2 | Import | Remove |
| 20IEDU11M123456789 | Import | Remove |
| 20IE12345678912345 | ENS | Remove |
| 20GB12345678912345 | Transit | Remove |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

The option to “Remove” an MRN will also be available where it has been included in error.

Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

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PBN Created

PBN Status and details

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | AG39VL99 |



[Edit PBN](#)

[~ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Communication of Vehicle channel for inbound movements– insertion of contact details when creating PBN

- Applicable for inbound PBNs only
- Improved communication of Vehicle Channel

At creation of an inbound PBN, the 'creator' will be prompted to:

- Insert mobile phone number(s); and
- Insert email address

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

Add Contact Details

Enter contact details to receive vehicle channel via text message or email

Email Address

Mobile Number 1

Mobile Number 2

Example: 0871234567 or +447123456789 (International format)

- At 30 minutes out from arrival of the vessel into Ireland, when the vehicle channel becomes available, Revenue will
- Issue a text message with the channel to the mobile phone number(s) in the PBN; and
- Issue an email with the channel to the email address in the PBN

When the channel for a vehicle is updated from 'Call to Customs' to 'Exit the Port', Revenue will notify this updating of the channel to:

- The mobile phone number(s) by text and
- The email address(es) by email.

This text messaging is in addition to the messaging that will issue by Revenue to the driver's mobile number when they are parked up and have used the Revenue Parking Self-Check-In. The text messaging associated with this function is mainly used to advise the driver electronically of where to go for inspection.

Section 2

Creating a PBN for goods leaving Ireland to go to or through GB (Outbound PBNs)

What type of MRNs are accepted in an Outbound PBN?

The following MRNs may be included in an outbound PBN:

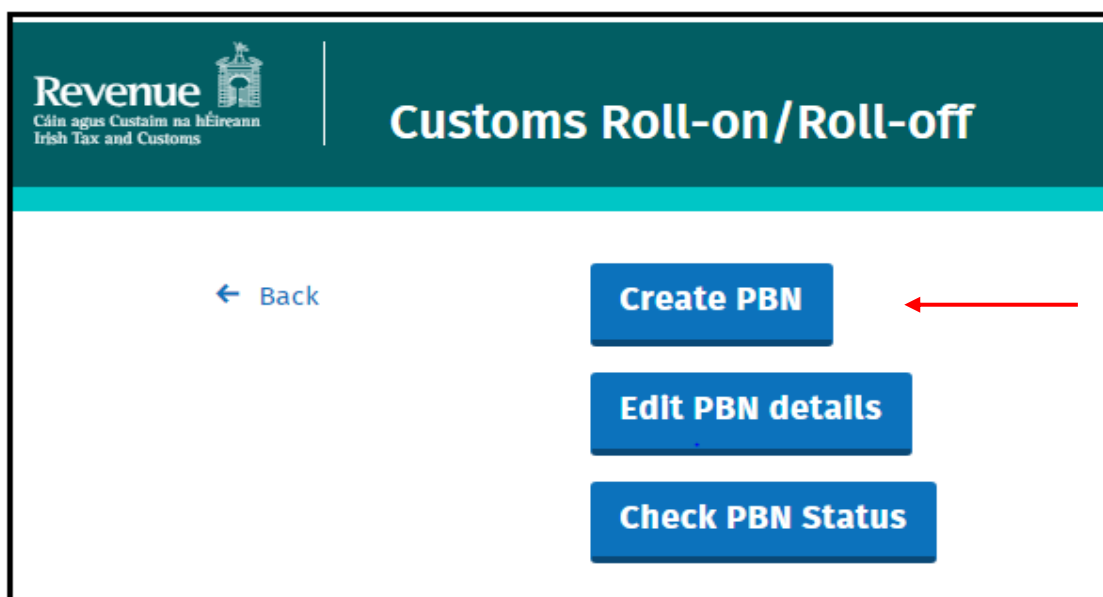
- AES export Declaration from 21st March 2023
- EXS declaration
- Transit declaration

MRN formats accepted into an outbound PBN

- **AES Export declaration format is as follows;**
18 Characters starting with 23IEDUB4 with the penultimate character indicating the declaration type.
- **EXS declaration format is as follows:**
18 Characters starting with 20IEDU1ES followed by 9 numeric characters
- **Transit declaration format is as follows;**
18 Characters starting with Two-digit year code, two-character country code 20GB followed by 14 alpha numeric characters

How to create a PBN for an export declared on an export electronic declaration

1. On the RoRo (www.revenue.ie/ro-ro) page Click “Create PBN”



2. Select required “Movement Direction” - “Out of Ireland” for outbound movements (Exports).

Revenue
Cúla agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle carrying goods for direct export/clearance for export at the port should contain at least:

- The MRN of all Export declaration(s) containing S&S data; or
- The MRN of all Export Declaration(s) (where the S&S data is not included) and the MRN of all EXS declarations

3. Enter MRN and click +Add

Revenue
Cúla agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Customs Declarations
Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|--------|--------------------------|
| 201EDU1EX123456789 | Export | Remove ← |

The option to “Remove” an MRN will also be available as displayed on the next screenshot.

Once ‘remove’ is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created where the declarations have been cleared for export and the PBN has a good to check-in status.

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PBN Created

You have successfully created a PBN

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | RA69DL36 |



[Edit PBN](#)

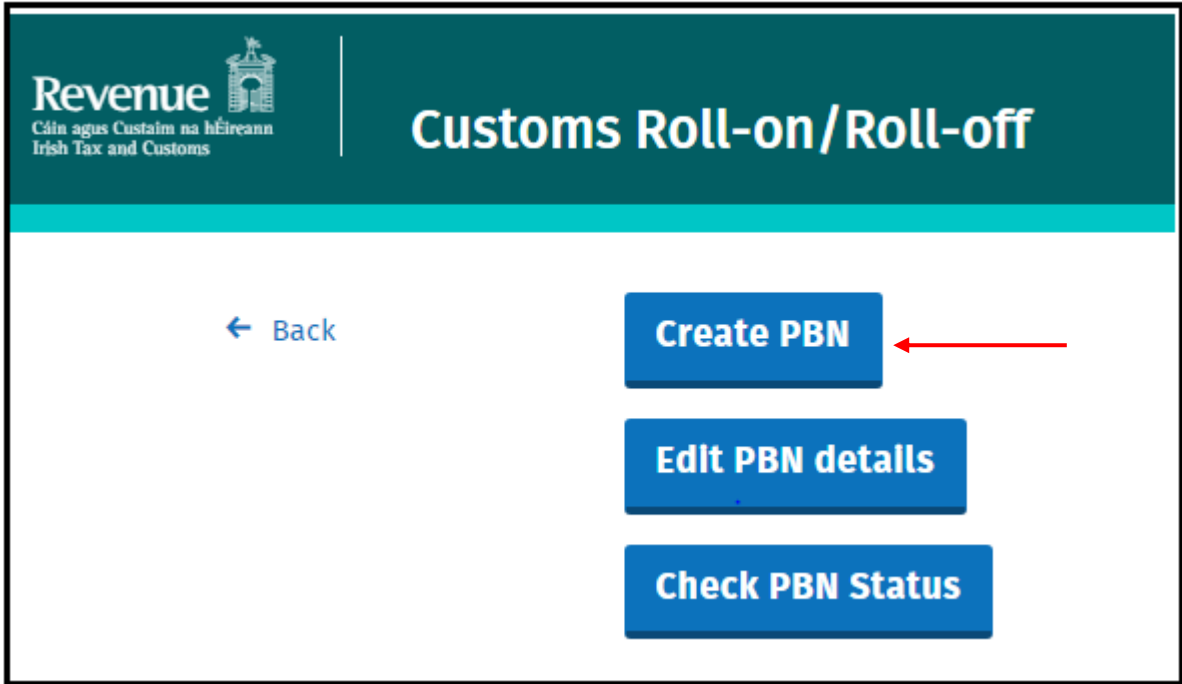
[↕ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

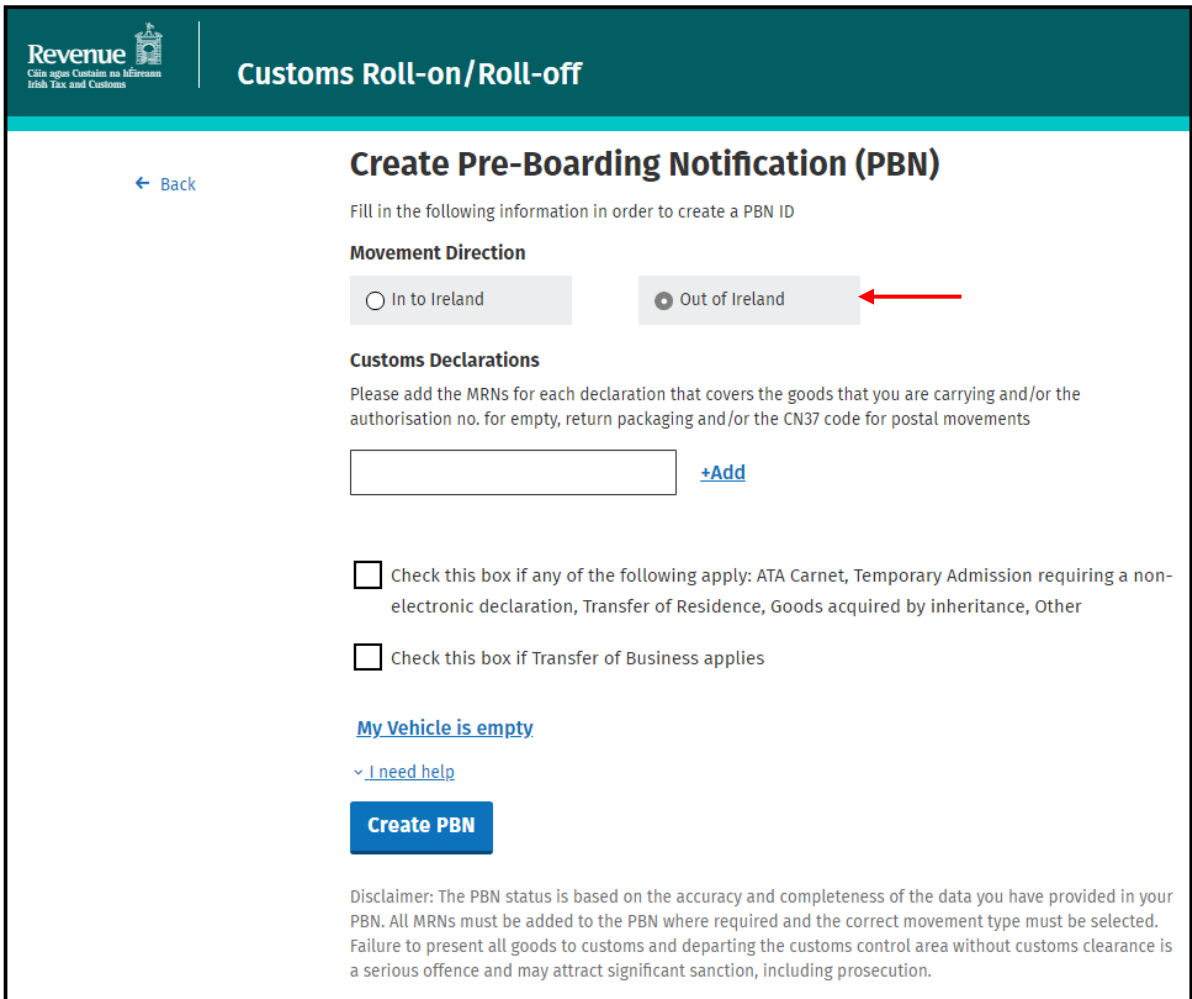
How to complete a PBN for Outbound transit declarations

Outbound Transit T2

1. On the RoRo page Click "Create PBN"



2. Select required “Movement Direction” - “Out of Ireland” for outbound movements



Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle carrying goods for outbound transit/clearance at the port should include the following information in the PBN:

- MRN of the Combined Transit/EXS declaration(s) (STAD); or
- MRN of the Transit declaration(s) (TAD) and the MRN of the Safety and Security EXS declaration.

3. Enter MRN and click +Add

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

[← Back](#)

Create Pre-Boarding Notification (PBN)


Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

 [+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

[← Back](#)

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|--------|--|
| 20IEDU1EX123456789 | Export | Remove  |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

The option to “Remove” an MRN will also be available where it has been included in error.

Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

[I need help](#)

Create PBN

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

PBN Created

You have successfully created a PBN

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | RA69DL36 |

[Edit PBN](#)

[↩ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Outbound Transit T1 (including export)

1. On the RoRo page Click "Create PBN"

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

2. Select required “Movement Direction” - “Out of Ireland” for outbound movements

Revenue
Cúla agus Cúistiam na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle carrying goods for direct export/clearance at the port should contain at least the following information in the PBN:

- MRN of all Transit Declaration(s); or
- MRN of all Transit Declarations and EXS(s) where the EXS data was not declared in the export declaration

3. Enter MRN and click +Add

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

[← Back](#)

Create Pre-Boarding Notification (PBN)


Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

 [+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Revenue
Cúla agus Cúistáin na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|--------|------------------------|
| 20IEDU1EX123456789 | Export | Remove |

The option to “Remove” an MRN will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

[~ I need help](#)

Create PBN

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

Revenue
Cúla agus Cúistáin na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

PBN Created

You have successfully created a PBN

PBN Status Good to proceed to check-in

Details All MRNs must be in the PBN

PBN ID RA69DL36

Edit PBN

[~ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Section 3: Scenarios common to both Inbound and Outbound PBNs

What type of Authorisation numbers/Reference Numbers are accepted in the PBN?

Authorisation numbers provided by Revenue in relation to the use of oral declarations for empty/returned packaging and piggyback trailers may be included in the PBN. Please access this link [Import and Re-import packaging](#) for further information on the authorisation process for empty packaging.

The CN37 reference number for postal movements can also be inserted into the designated field to create a PBN for a postal movement.

A valid ATA Carnet number can be inserted into the designated field to create a PBN for a movement covered by an ATA carnet.

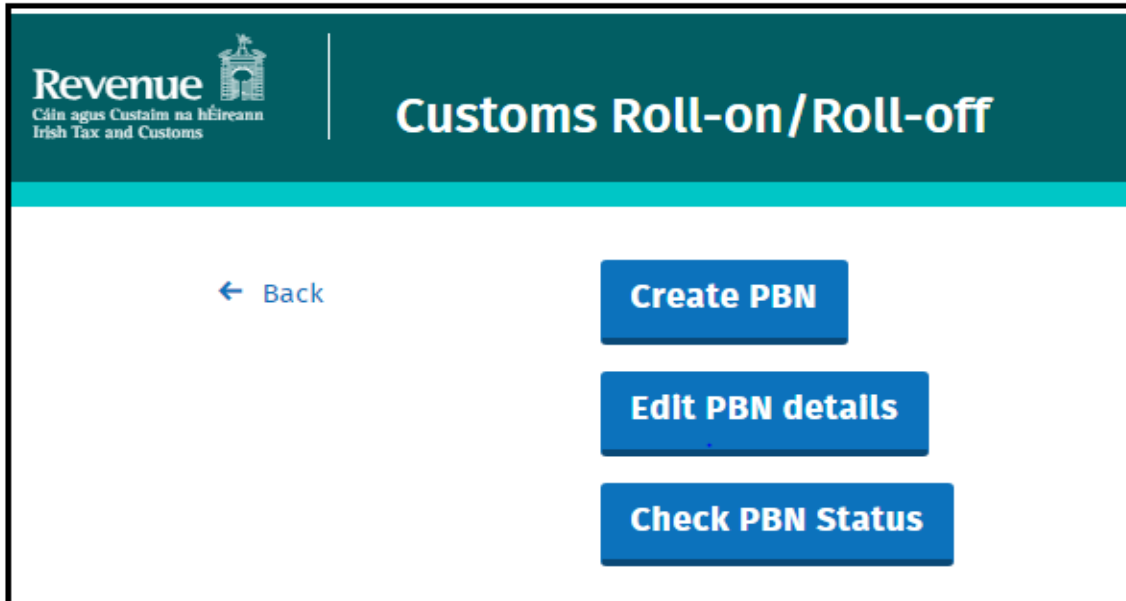
How to create a PBN for an empty vehicle/trailer

A PBN ID is required for all empty vehicles checked in on a RoRo ferry as commercial freight. This can include all the following:

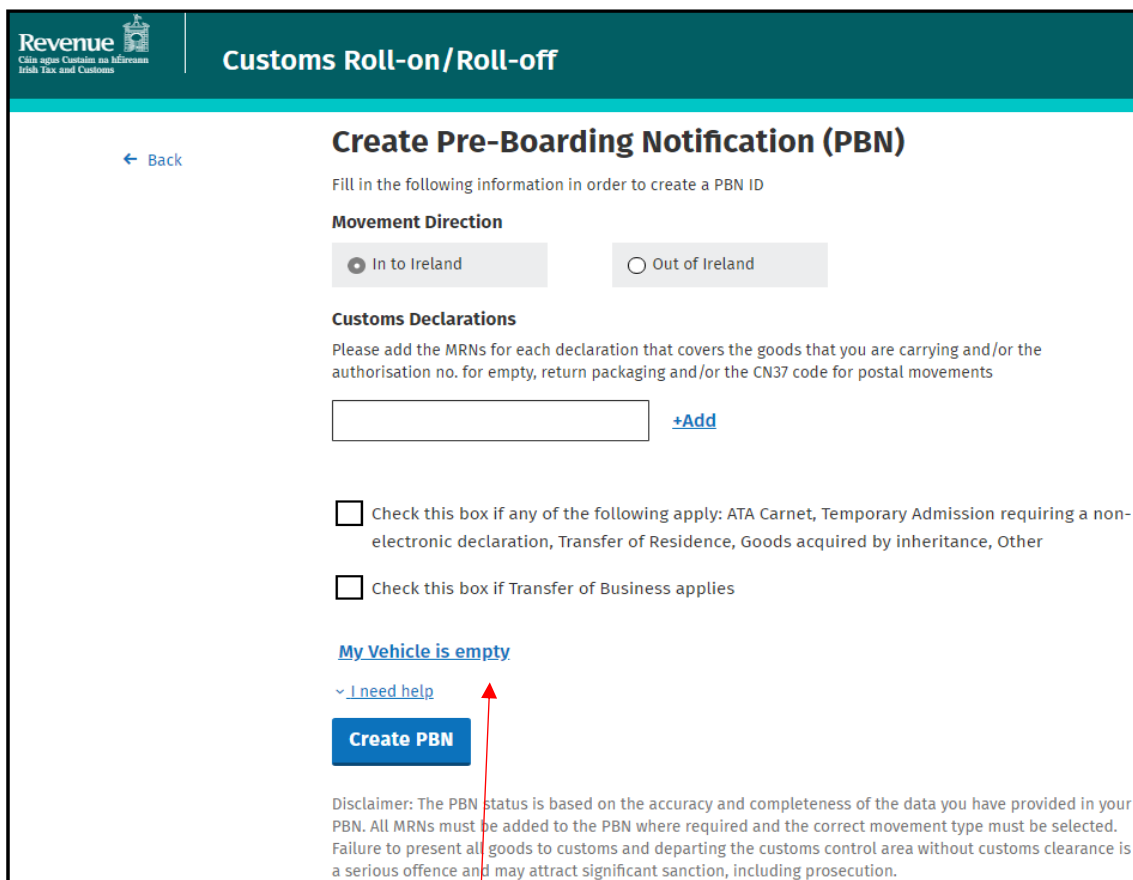
- Empty trailer
- Empty vehicle
- Empty van
- Cab
- Caravan
- Piggyback trailers (empty/stacked trailers, where a trader is not authorised by Revenue)

The steps to take to create a PBN ID for an empty vehicle are outlined below:

4. On the RoRo (www.revenue.ie/ro-ro) page click on **“Create PBN”**



5. Select required **“Movement Direction”** - **“In to Ireland”** for inbound movements or **‘Out of Ireland’** for outbound movements

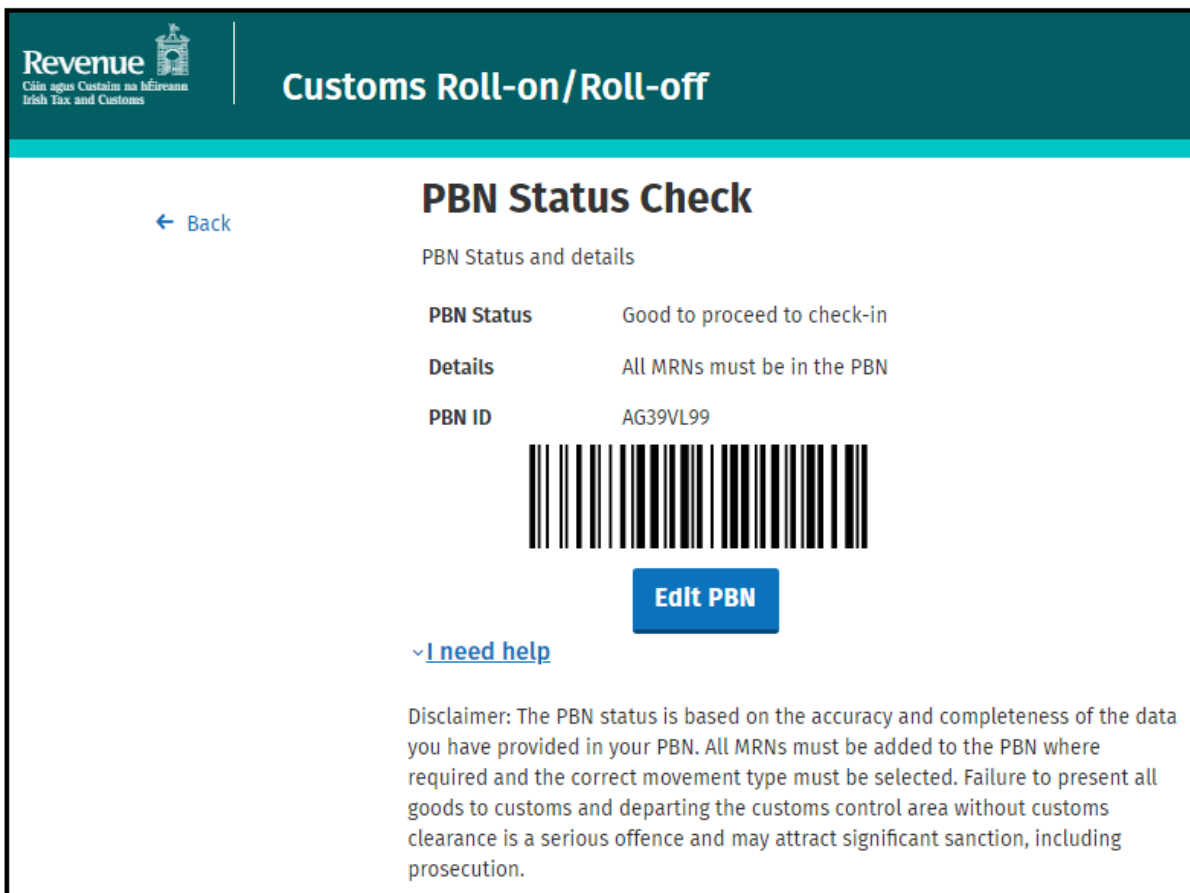


3. Select the option 'my vehicle is empty'

4. Once this option is selected, you are required to tick a box to confirm that you are making a declaration that your vehicle/trailer is empty
5. Once the box is ticked, you can select the 'create PBN' button

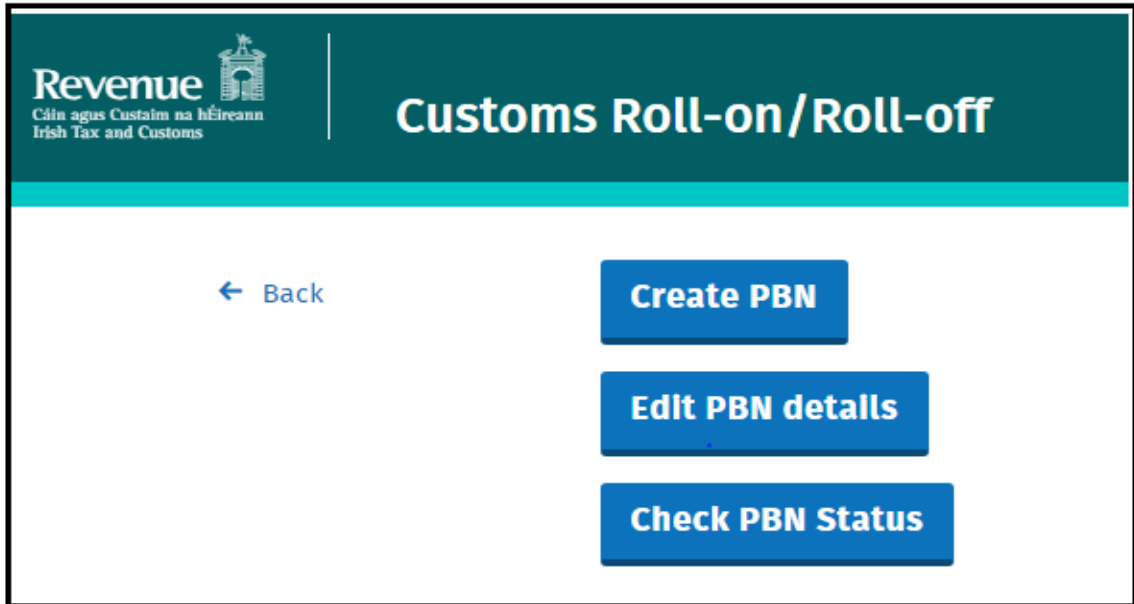


6. The unique PBN ID relating to the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created



How to create a PBN for a piggyback trailer using an authorisation number

1. On the RoRo (www.revenue.ie/roro) page click on **“Create PBN”**



6. Select required “**Movement Direction**” - “**Into Ireland**” for inbound movements or ‘**Out of Ireland**’ for outbound movements

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

[Add Contact Details](#)

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

[+Add](#)

Where movement under any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Business, Transfer of Residence, Goods acquired by inheritance, Other; email: CustomsPBN@revenue.ie

[My Vehicle is empty](#)

[Create PBN](#)

7. Enter the authorisation number issued by Revenue into MRN field and click **+Add**

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

[Add Contact Details](#)

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

IE/PG2021/ [+Add](#)

Where movement under any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Business, Transfer of Residence, Goods acquired by inheritance, Other; email: CustomsPBN@revenue.ie

[My Vehicle is empty](#)

Create PBN

Once the authorisation number has been successfully added the reference number(s) and the type of declaration field, as shown in the green box on the screenshot below, will be displayed automatically.

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

[Add Contact Details](#)

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

 [+Add](#)

| MRN/Authorisation | Type | Action |
|-------------------|-----------|------------------------|
| IE/PG2021/ | Piggyback | Remove |

Where movement under any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Business, Transfer of Residence, Goods acquired by inheritance, Other; email: CustomsPBN@revenue.ie

[My Vehicle is empty](#)

Create PBN

8. Click "Create PBN"

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

[Add Contact Details](#)

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

[+Add](#)

| MRN/Authorisation | Type | Action |
|-------------------|-----------|------------------------|
| IE/PG2021/... | Piggyback | Remove |

Where movement under any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Business, Transfer of Residence, Goods acquired by inheritance, Other; email: CustomsPBN@revenue.ie

[My Vehicle is empty](#)

[Create PBN](#) ←

PBN ID will be created with a "Good to proceed to check in" status

Revenue
Cúim againn Cúistiam na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

PBN Created

You have successfully created a PBN

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | RA69DL36 |

[Edit PBN](#)

[~ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Inbound Empty Packaging

If you are carrying empty packaging, there are two options available to you, outlined below.

Option 1: Authorisation for Oral Declaration

Businesses who frequently move empty packaging and containers into Ireland are advised to apply for an authorisation to move these items without having to present a declaration form to customs for each movement. The application form available at this link '[application form for oral declaration authorisation](#)' should be completed and sent to customsreliefs@revenue.ie for approval. Once authorised, the applicant will be issued with an Authorisation Number.

Once authorised:

- the business should, when creating a PBN, declare the authorisation number in the relevant field on the 'Create PBN' screen.
- these PBNs are given an automatic 'Exit the Port' channel

Option 2: Use of an Oral Declaration

Where a business does not hold an 'Authorisation for Oral Declaration' then an 'oral declaration' is required for each consignment, this requirement can be fulfilled at the time of requesting a PBN ID for the consignment.

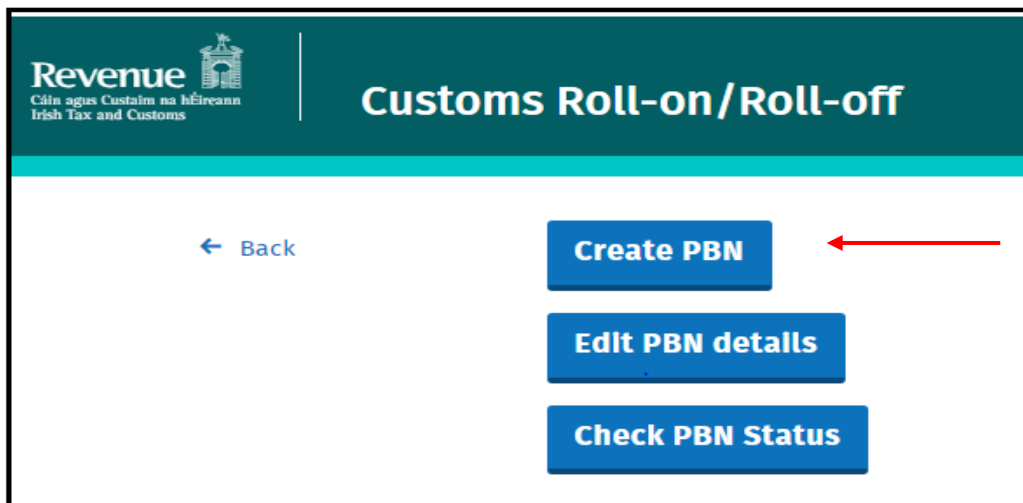
The request for the PBN ID must include details of the goods being imported or exported i.e., the details supplied in the e-mail to Revenue can act as an Oral Declaration. It is important to check your channel to see if it is necessary to 'Call to Customs' to have your consignment checked and cleared for import. In the case of outbound PBNs created for oral export declarations you should check the status of the PBN. If the status displays 'Good to proceed to check-in' the driver can proceed to check in with the Ferry Operator.

Prior to boarding the ferry, the business must:

- email customspbn@revenue.ie and request a PBN ID for the movement of empty packaging by oral declaration
- All relevant details of the consignment are to be included in the email to customspbn@revenue.ie
- thirty minutes prior to arrival in the port, the channel should be reviewed on the 'Customs Channel look up' on the Revenue website

Creating a PBN ID for empty packaging under Option 1:

1. On the RoRo page click on **"Create PBN"**



2. Select required **"Movement Direction"** - **"In to Ireland"** for inbound movements

[← Back](#)

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

Create PBN

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

If you are carrying empty packaging please add the Customs Authorisation number, if applicable, in the customs declaration text box.

3. Enter Authorisation number click **+Add**

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Once the Authorisation number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|-------------------|------------------------|------------------------|
| IE/OD2020/001 | Empty Return Packaging | Remove |

The option to “Remove” an Authorisation number will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the Authorisation numbers for all of the empty packaging in the vehicle or trailer, click on the “Create PBN” button.

[I need help](#)

Create PBN

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

PBN Created
You have successfully created a PBN

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | RA69DL36 |

[Edit PBN](#)

[~ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Outbound Empty packaging

If you are carrying empty packaging, there are two options available to you, outlined below.

Option 1: Authorisation for Oral Declaration

Businesses who frequently move empty packaging and containers out of Ireland are advised to apply for an authorisation to move these items without having to present a declaration form to customs for each movement. The application form available at this link '[application form for oral declaration authorisation](#)' should be completed and sent to customsreliefs@revenue.ie for approval. Once authorised, the applicant will be issued with an Authorisation Number.

Once authorised:

- the business should, when creating a PBN, declare the authorisation number in the relevant field on the 'Create PBN' screen.

Option 2: Use of an Oral Declaration

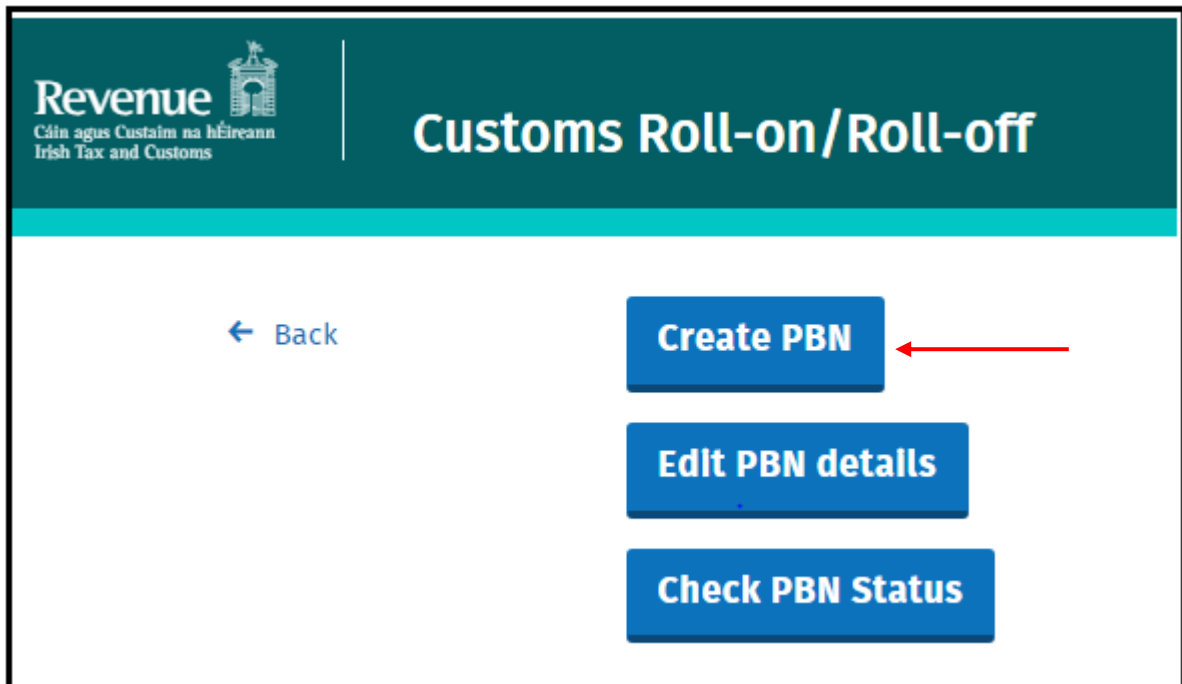
Where a business does not hold an 'Authorisation for Oral Declaration' then an 'oral declaration' is required for each consignment, this requirement can be fulfilled at the time of requesting a PBN ID for the consignment.

The request for the PBN ID must include details of the goods being exported i.e. the information provided in the e-mail to Revenue can act as an Oral Declaration.

Prior to boarding the ferry, the business must:

- email customspbn@revenue.ie and request a PBN ID for movement of empty packaging by oral declaration
- All relevant details regarding the consignment are to be included in the email to customspbn@revenue.ie

1. On the RoRo page Click “Create PBN”




2. Select required “Movement Direction” - “Out of Ireland” for outbound movements

The screenshot displays the 'Create Pre-Boarding Notification (PBN)' form. The title is 'Create Pre-Boarding Notification (PBN)'. Below the title, it says 'Fill in the following information in order to create a PBN ID'. Under the 'Movement Direction' section, there are two radio buttons: 'In to Ireland' and 'Out of Ireland'. The 'Out of Ireland' button is selected and highlighted with a red arrow. Below this, the 'Customs Declarations' section is visible, with a text box and an '+Add' button.

If you are carrying empty packaging please add the Customs Authorisation number. If applicable, in the customs declaration text box.

3. Enter Authorisation number click **+Add**

Revenue  **Customs Roll-on/Roll-off**

[← Back](#)

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

Once the Authorisation number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|-------------------|------------------------|------------------------|
| IE/OD2020/0001 | Empty Return Packaging | Remove |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

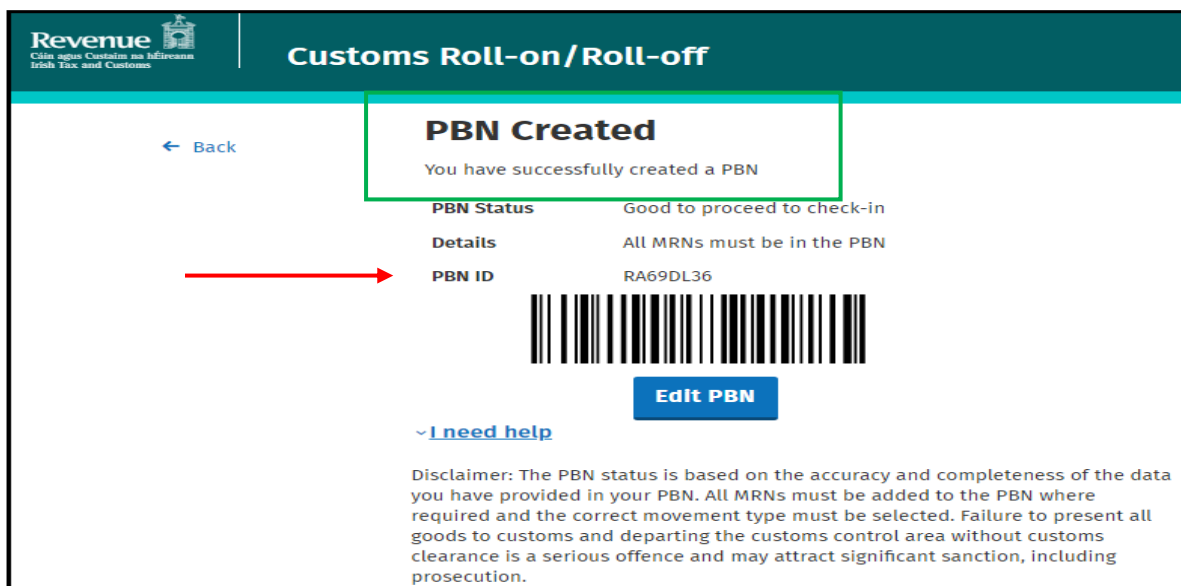
The option to “Remove” an authorisation number will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the Authorisation numbers for all of the empty packaging in the vehicle or trailer, click on the “Create PBN” button.



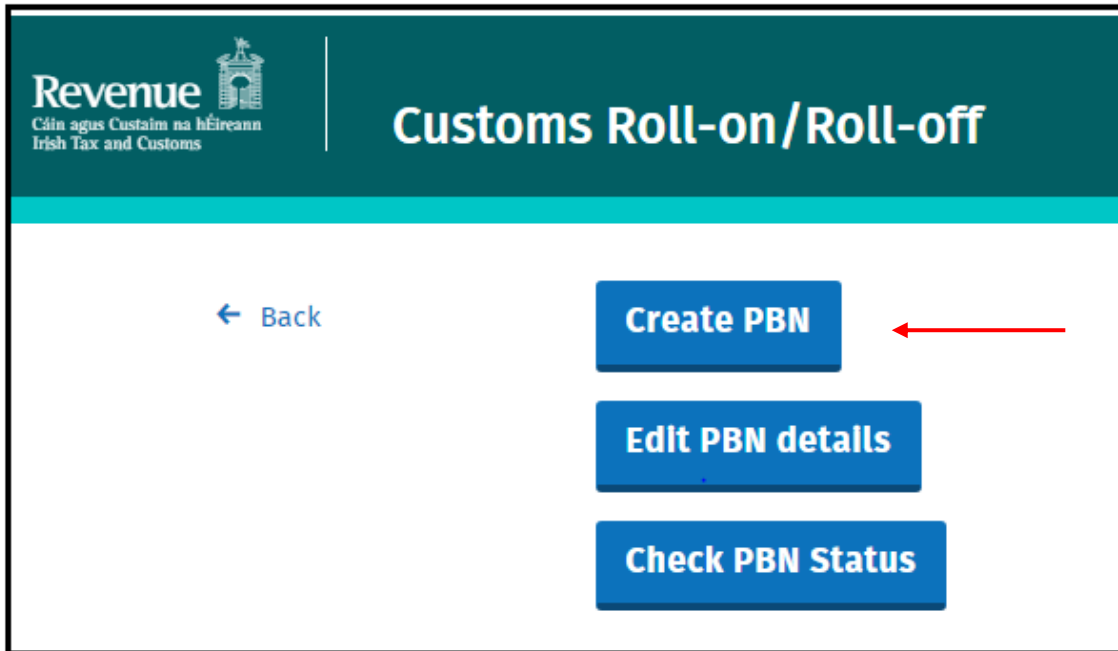
The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.



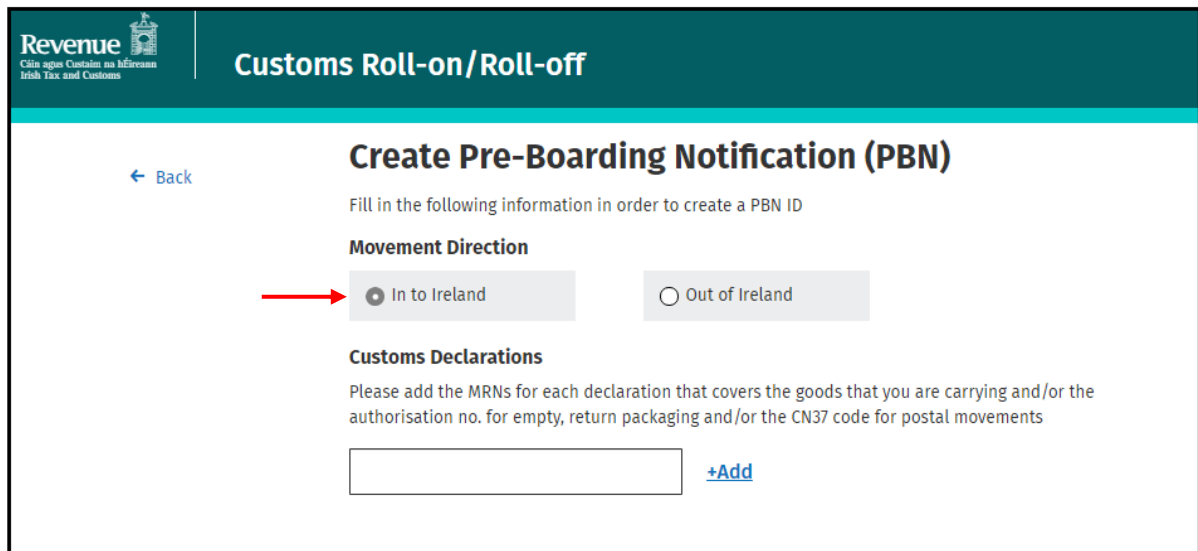
Inbound Postal Movement

Where you are carrying postal goods the **unique CN37 reference number** which should accompany the load must be included in the PBN. The following steps should be followed:

1. On the RoRo page click on “Create PBN”



2. Select required “Movement Direction” - “In to Ireland” for inbound movements



3. Enter **unique** CN37 reference number and click **+Add**

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

IEA123456789125]

[+Add](#)

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

Once the CN37 reference number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

MRN/Authorisation

Type

Action

IEA123456789125

Postal

[Remove](#)

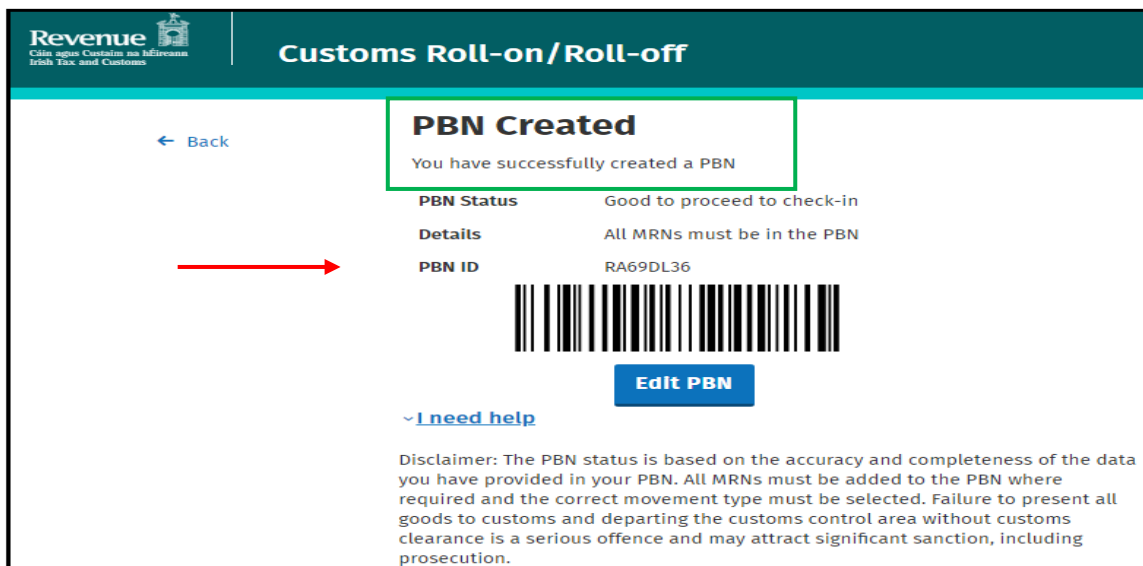
The option to “Remove” a CN37 will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the reference numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.



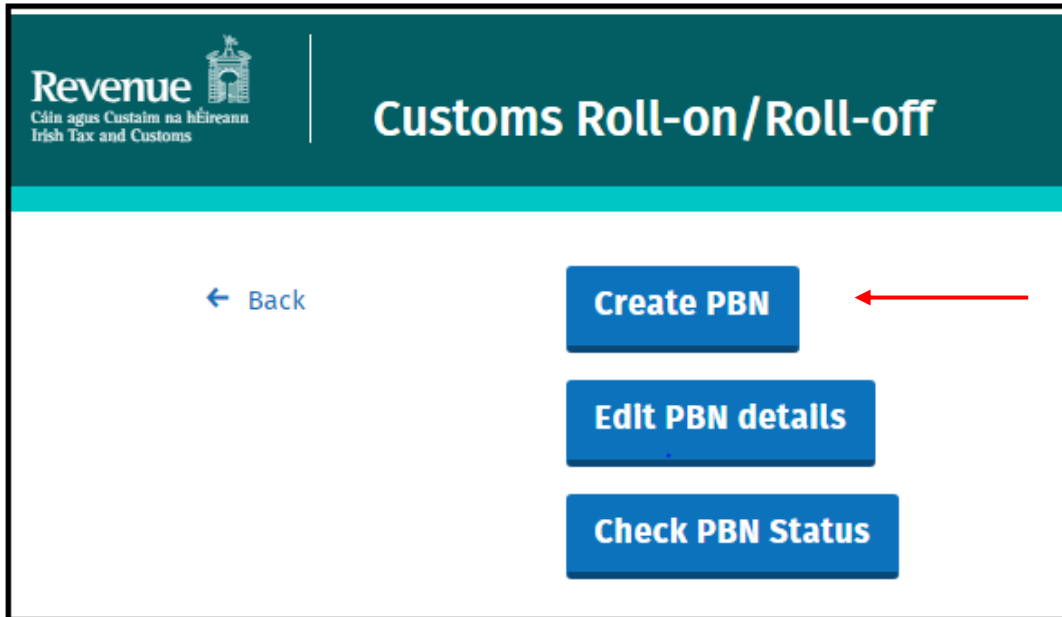
The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.



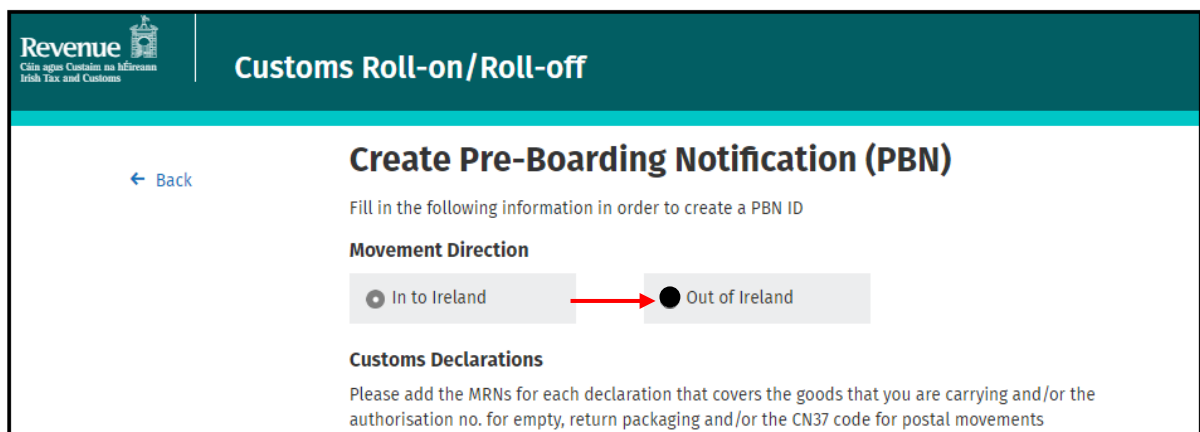
Outbound Postal Movement

In the case of postal goods, you will require a **unique** CN37 reference number. If you do not have a CN 37 reference number, you should contact An Post.

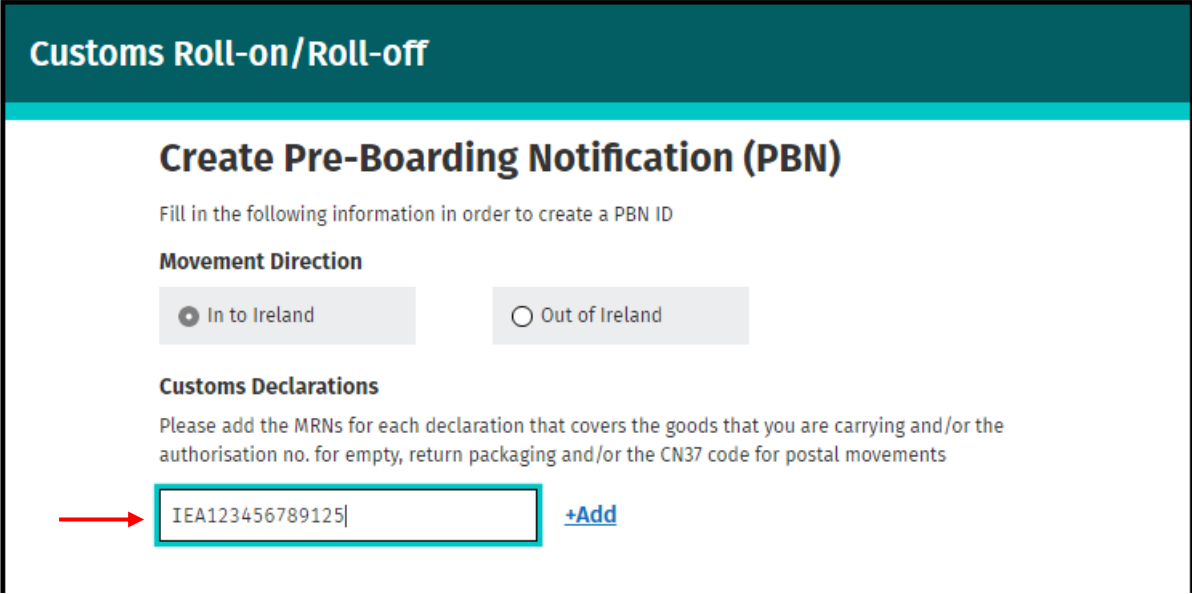
1. On the RoRo page click on “Create PBN”



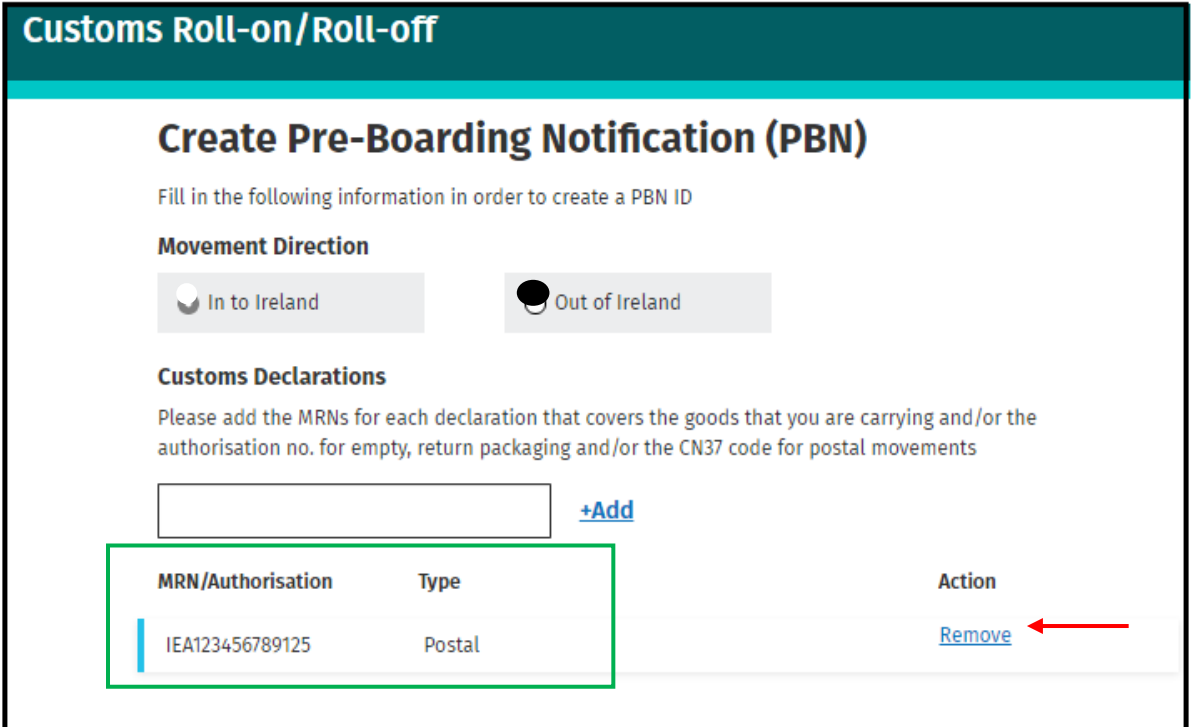
2. Select required "Movement Direction" - "Out of Ireland" for outbound movements



3. Enter CN37 reference number and click +Add



Once the CN37 reference number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.



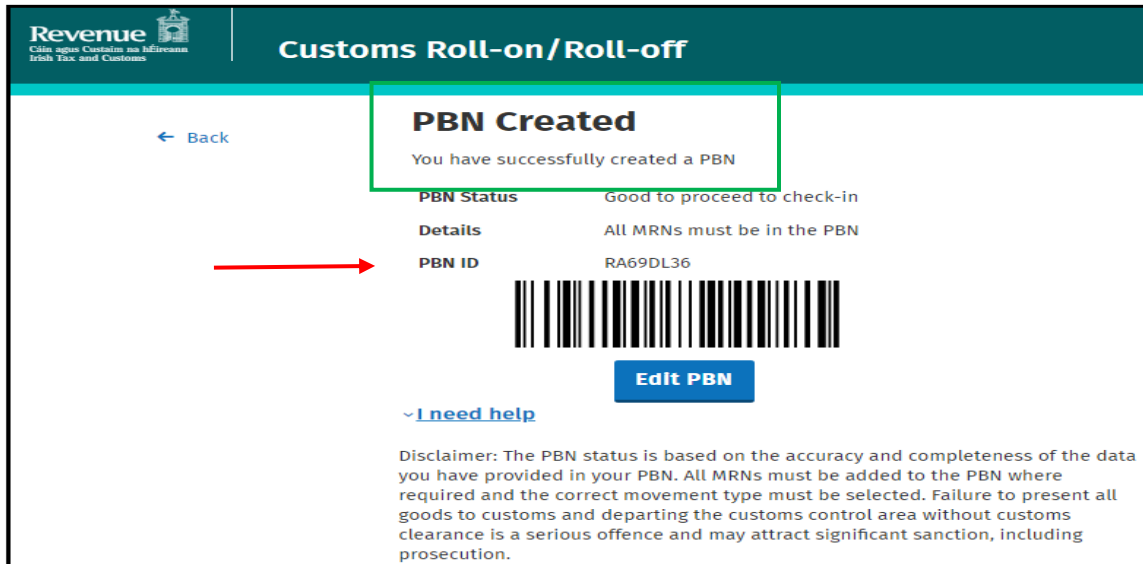
The option to “Remove” a CN37 will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the CN37 reference numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.



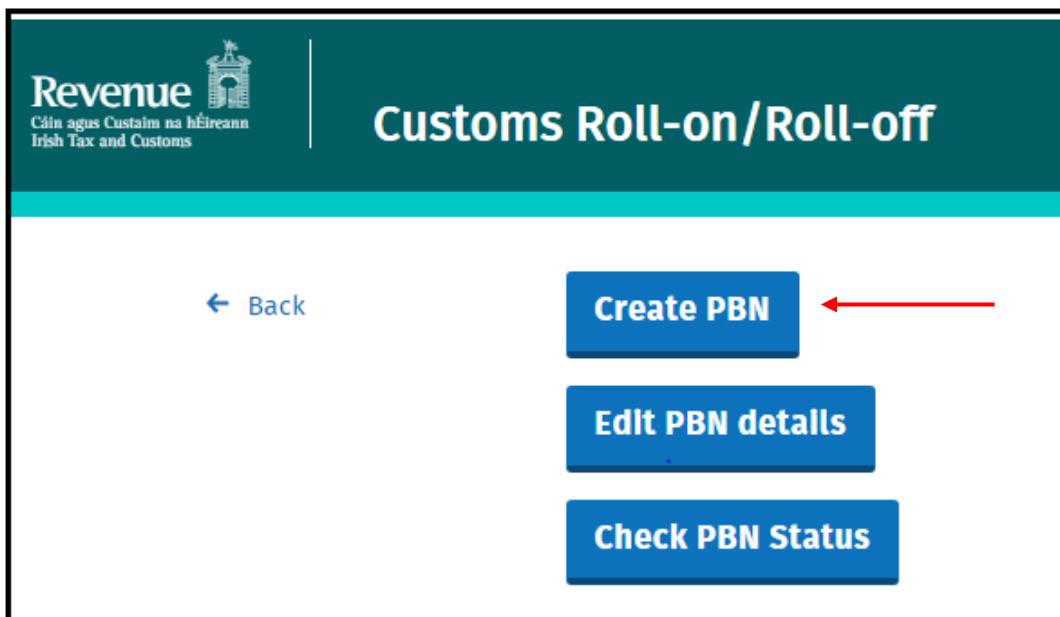
The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.



Inbound ATA Carnet

You can create a PBN for an inbound ATA Carnet with a valid ATA Carnet number by completing the following steps:

1. On the RoRo page click on "Create PBN"



2. Select required “Movement Direction” - “In to Ireland” for inbound movements

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Irish Tax and Customs

Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

3. Enter the letters ATA followed by a valid ATA Carnet number and click +Add

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Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

[Add Contact Details](#)

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

[+Add](#)

Once the ATA Carnet number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Customs Roll-on/Roll-off

View/Edit PBN

PBN ID FD22TC94

Movement Direction

In to Ireland

[Edit Contact Details](#)

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

| <input type="text"/> | +Add | |
|----------------------|----------------------|--------------------------|
| MRN/Authorisation | Type | Action |
| ATA/IE/000/XXXX | ATA Carnet | Remove ← |

The option to “Remove” an ATA Carnet will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the ATA Carnet numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

| |
|------------------------------|
| I need help |
| Create PBN ← |

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.


Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

PBN Created
You have successfully created a PBN

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | RA69DL36 |


[Edit PBN](#)

~ [I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

Outbound ATA Carnet

You can create a PBN for an outbound ATA Carnet with a valid ATA Carnet number by completing the following steps:

1. On the RoRo page click on **“Create PBN”**

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Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

2. Select required **“Movement Direction”** - **“Out of Ireland”** for outbound movements

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Cáin agus Custaim na hÉireann
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Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

3. Enter the letters **ATA** followed by a **valid ATA Carnet** and click **+Add**

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Customs Roll-on/Roll-off

Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

[+Add](#)

Once the ATA Carnet number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

Create Pre-Boarding Notification (PBN)

[← Back](#)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

| MRN/Authorisation | Type | Action |
|-------------------|------------|------------------------|
| ATA/IE/OOO/XXXX | ATA Carnet | Remove |

[+Add](#)

The option to “Remove” an ATA Carnet will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the ATA Carnet numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

[I need help](#)

[Create PBN](#)

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created.

Please note: An outbound PBN with an ATA Carnet will have a PBN status of ‘Not good to proceed to check-in’. The driver will need to call to the Customs Export Office to have the ATA Carnet processed. Once it has been processed by the Customs Trade Facilitation team the PBN status will update to ‘Good to proceed to check-in’ and the driver can proceed to the outbound ferry check-in.

Other movement types

Where goods are moving inbound or outbound and no electronic declaration is required, therefore no MRNs/Reference numbers are available for insertion into the PBN, you should contact Revenue via email by sending an email to CustomsPBN@revenue.ie and they will provide you with details of

the information that is required to create a PBN. Once this information is supplied and is satisfactory a PBN ID will be provided to you.

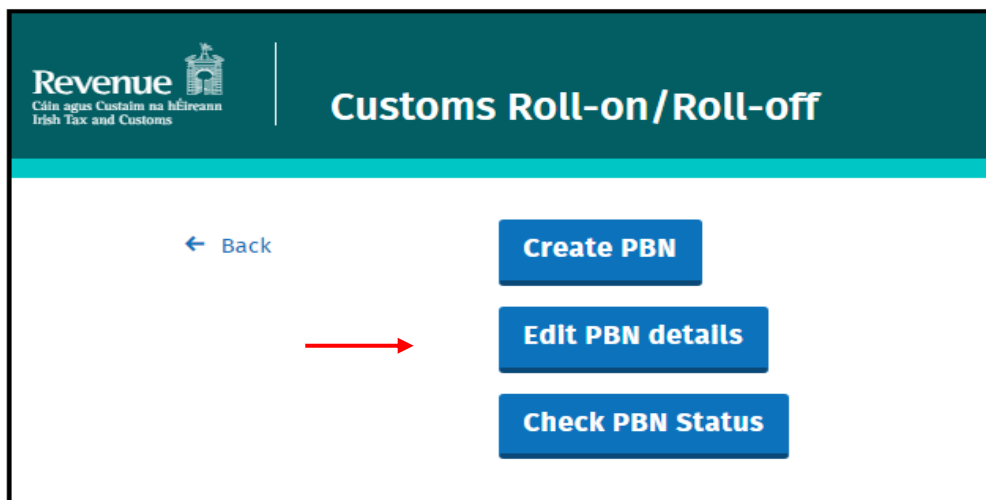
The list below refers to these specific movement types:

- Oral declarations, Transfer of Residence, Goods acquired by inheritance, Outbound Low Value Consignments, Other movement types

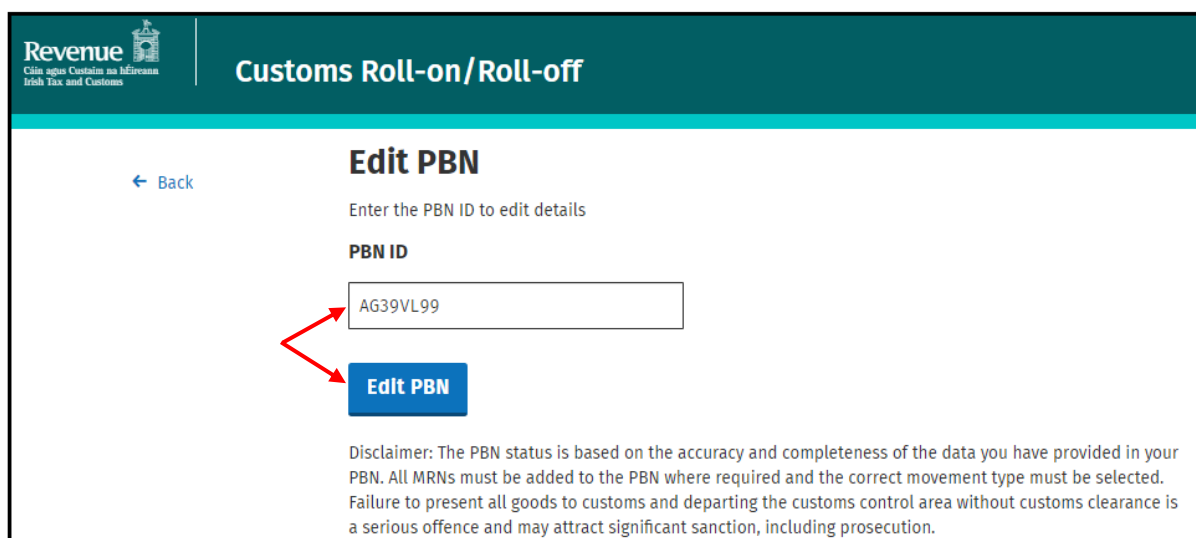
Where such goods are being moved on the vehicle/trailer along with goods requiring customs declarations, you should create your PBN ID by inserting MRN(s). You should then email customsPBN@revenue.ie to advise Revenue of the other consignments on board the vehicle.

How do I edit a PBN?

1. On the RoRo page click “Edit PBN details”



2. Enter the “PBN ID” details you wish to edit in the PBN ID field and click the “Edit PBN” button.



3. Within the “Edit PBN” screen the user will have the option to add additional MRNS/Authorisation Numbers or remove MRNS/Authorisation Numbers.

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Edit PBN

PBN ID AG39VL99

Movement Direction

In to Ireland Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | Action |
|--------------------|---------|------------------------|
| 20IEDUB100B123A1R2 | Import | Remove |
| 20IE12345678912345 | ENS | Remove |
| 20GB12345678912345 | Transit | Remove |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

Save

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

4. When you have made all of your changes you must click the “Save” button in order to update the PBN details.

[I need help](#)

Save

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

The PBN will then be updated as highlighted in the screenshot below.

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PBN Updated

Your PBN has been updated

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | AG39VL99 |



[Edit PBN](#)

[↪ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

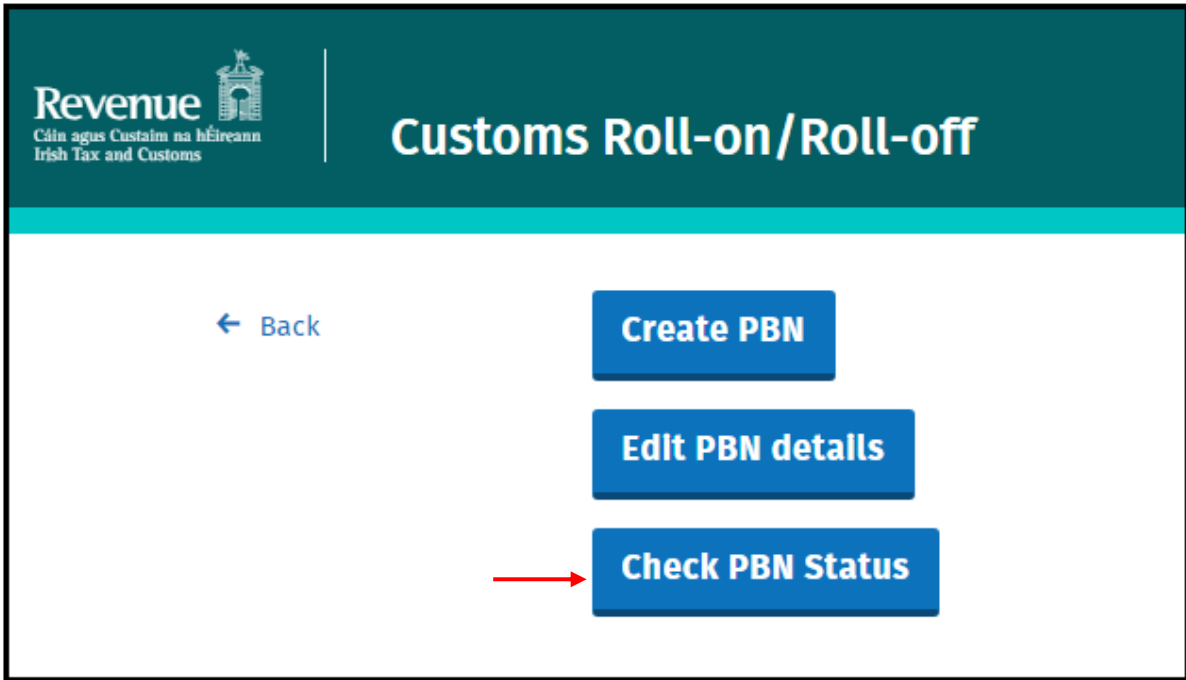
Can I edit my PBN after check-in at the ferry terminal?

Once the PBN has been provided to the Ferry Operator at check-in at the ferry terminal it is locked for editing by the trade. This means that you will not be permitted to make any amendments to the information in the PBN after this point. In exceptional circumstances you may email CustomsPBN@revenue.ie for further assistance.

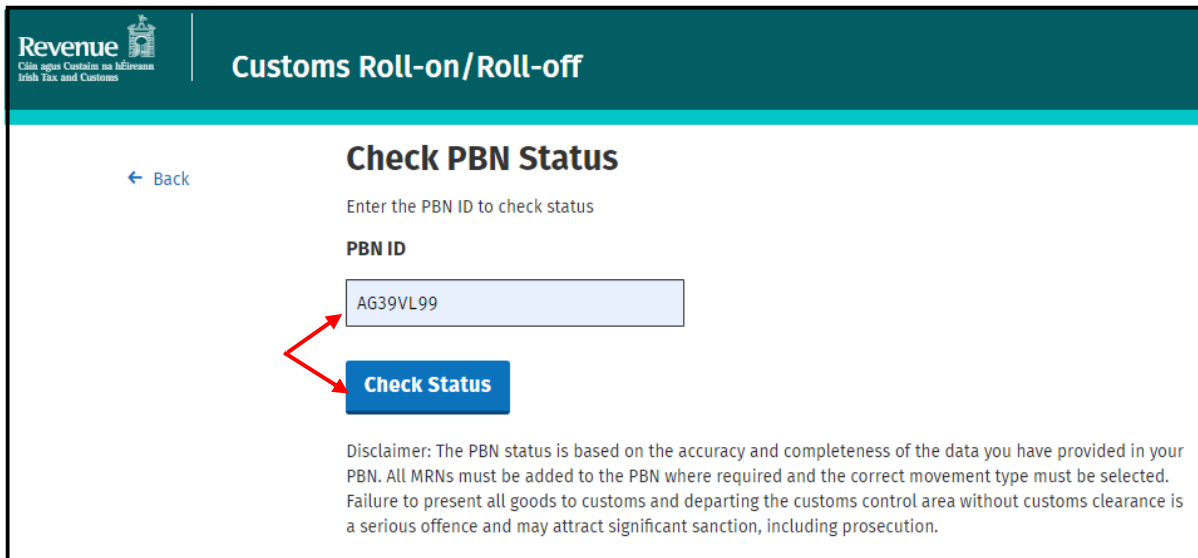
How do I check my PBN Status?

All vehicles/trailer will need to have a good to proceed to check-in status before going to check-in at the ferry terminal. To check the status of a PBN ID you should follow these steps:

1. On the RoRo page click "Check PBN Status"



2. Enter "PBN ID" details and click "Check Status"



3. The following screen will show the PBN status and details.

PBN status “**Good to proceed to check – in**” indicates the user has created a valid PBN ID.

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Irish Tax and Customs

Customs Roll-on/Roll-off

PBN Status Check

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PBN Status and details

| | |
|-------------------|-----------------------------|
| PBN Status | Good to proceed to check-in |
| Details | All MRNs must be in the PBN |
| PBN ID | AG39VL99 |

[Edit PBN](#)

[~ I need help](#)

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

PBN status “**Incomplete**” indicates the user has **not** created a valid PBN ID.

The screenshot shows the Revenue website interface for Customs Roll-on/Roll-off. The header includes the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Customs Roll-on/Roll-off'. Below this, the page title is 'PBN Created'. A message states 'You have successfully created a PBN'. A table displays the PBN details:

| | |
|------------|--------------------|
| PBN Status | Incomplete |
| Details | ENS MRN is missing |
| PBN ID | MH27RK79 |

Below the table is a barcode for the PBN ID. A red arrow points to the 'PBN Status' field. There is a blue 'Edit PBN' button and a link for 'I need help'. A disclaimer at the bottom states: 'Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.'

Check the status of Outbound PBN to avoid delays at the Ferry Terminal

It is important to check the status of your PBN before proceeding to the Outbound Ferry Terminal as you will not be permitted to board the ferry by the Ferry Operator at check-in if your PBN does not have a 'Good to proceed to check-in status'.

Outbound PBN with a status of 'Not good to proceed to check-in'

The following screen displays the status not good to proceed to check-in where the MRN(s) are at an invalid status.

PBN Created

You have successfully created a PBN

PBN Status Not good to proceed to check-in

Details MRN(s) are at an invalid status

PBN ID PM74PN22



[Edit PBN](#)

The MRN may be at a status of Invalidated or Exported or may not been released for Export. You should check with the declarant and where necessary create a new MRN for the consignment.

The following screen displays the status not good to proceed to check-in when the consignment requires customs clearance.

The screenshot shows the Revenue website header with the logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main heading is 'Customs Roll-on/Roll-off'. Below this, there is a 'Back' link. The main content area is titled 'PBN Created' and states 'You have successfully created a PBN'. A table displays the PBN details:

| | |
|------------|---------------------------------|
| PBN Status | Not good to proceed to check-in |
| Details | Call to Customs export office |
| PBN ID | PM74PN22 |

Below the table is a barcode and an 'Edit PBN' button. A note at the bottom of the screen reads: 'If you have an issue with the creation of your PBN, email: CustomsPBN@revenue.ie Visit Revenue.ie for further info'. A disclaimer at the bottom states: 'Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.'

You will need to call to the customs export office for assistance in clearing your consignment for export before you board the Ferry.

Common errors

Declarations are Mandatory

If the user does not input, the customs declarations or does not select the required fields the following error **“Declarations are mandatory”** will be returned requesting declarations

The screenshot shows the Revenue website interface for creating a Pre-Boarding Notification (PBN). The page title is "Customs Roll-on/Roll-off" and the main heading is "Create Pre-Boarding Notification (PBN)". Below the heading, it says "Fill in the following information in order to create a PBN ID". A red error message "There are errors below" is displayed. The "Movement Direction" section has two radio buttons: "In to Ireland" (selected) and "Out of Ireland". The "Customs Declarations" section has a text input field and a "+Add" button. Below this, a red error message "Declarations are mandatory" is shown. There are two checkboxes: "Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other" and "Check this box if Transfer of Business applies". A link "My Vehicle is empty" and a link "I need help" are also visible. A blue "Create PBN" button is at the bottom. A disclaimer at the bottom states: "Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution." A red arrow points from the error message to the "Declarations are mandatory" text.

Invalid MRN format

Where the MRN number is not in the correct format the following message of **“Invalid MRN format”** will be returned.

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Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

In to Ireland

Out of Ireland

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

2IEDU1IM13245678977

[+Add](#)

Invalid MRN format

| MRN/Authorisation | Type | Action |
|--------------------|--------|------------------------|
| 20IEDUB100B123A1R2 | Import | Remove |
| 20IEDU1IM123456897 | Import | Remove |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

Create PBN

Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.

MRN not found

'MRN not found' message will appear where for example an MRN for an Import Declaration is entered and the "Movement direction" selected is "Out of Ireland" or the message may occur for other reasons. Assistance can be provided by contacting customspbn@revenue.ie

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Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

There are errors below

Movement Direction


In to Ireland

Out of Ireland 

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

[+Add](#)

| MRN/Authorisation | Type | | Action |
|--|--------|---------------|------------------------|
|  20IEDUB100B234T7R1 | Export | MRN not found | Remove |

Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

Check this box if Transfer of Business applies

[My Vehicle is empty](#)

[I need help](#)

[Create PBN](#)